

## Consumer Background Check DDN

December 12, 2011

### ❑ Part One:

- Introduction: Steve Resick
- Scott Eigenbrod with IntelliCorp
- Demonstrate use of the web based service.
- Questions and discussion

### ❑ Part Two;

- Bernie and Jill Gusso
- Obtaining SD background checks
- Interpreting background reports

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Intellicorp

Background checks

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### ❑ Procedures to conduct background check

- Obtain signed release from consumer

#### ❑ Information required:

- Social security number, date of birth
- Name, maiden name, address, email address
- Release to remain in file

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## Cost of a typical search

### ☐ \$24.95 is bundle cost per agreement with VR.

- SD counties charge \$25 per county request.
- Other states will vary with charges if any.
- Most costs are included in bundle price.
- Costs are calculated prior to purchase.
- Each cost category can be unchecked.

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## Background check in South Dakota

- Background checks for SD are completed using the form letter though UJS.
- Each SD county will cost additional charge beyond \$24.95 Intellicorp bundle charge.

### ☐ **Important:**

- ✓ Uncheck SD counties or they will show up as additional charges.

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### ☐ Ongoing weekly trainings

- Basic user training
- Users can participate in these anytime.
- Schedule of trainings is on website.

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## Billing and authorization

- ☐ Preauthorize using Intellicorp as vendor
- ☐ Billing occurs monthly after the 1<sup>st</sup> of each month by email.
  - Can view and print additional invoices online
  - May need to black out information on invoice due to multiple consumers on single billing statement

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- ☐ Steps for payment and file documentation.
  1. Home page to Your Account
  2. select--Manage account
  3. select--Invoice History
  4. select-- view invoice and view detail

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